

CITIZEN PARTICIPATION & PUBLIC NOTIFICATION MANUAL



Planning

July 2012

www.glendaleaz.com



CITIZEN PARTICIPATION OVERVIEW PLANNING

The purpose of the Citizen Participation Plan is to ensure that applicants pursue early and effective citizen participation in conjunction with their land use applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community; ensure that the citizens and property owners of Glendale have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and facilitate ongoing communication between the applicant, interested citizens and property owners, City staff, and elected officials throughout the application review process.

Key steps in the Citizen Participation (CP) Process:

- Prepare a CP Plan using the information provided in the CP packet.

Your plan will include a neighborhood notification letter.

- Submit the CP Plan to the project planner for review.
- Implement your CP Plan once it is approved by your project planner.
- Prepare a CP Final Report after the implementation of the CP plan is finished.
- Submit your Final Report to your project planner for review.

PLEASE READ ALL INSTRUCTIONS CAREFULLY.

This document is a guide to help you create the CP Plan for your project.

This guide follows the CP Plan Checklist, which is included in this packet. Each item on the Checklist must be completed in order for CP Plan approval.

Print your CP Plan and report on separate, unbound sheets of paper.

Be sure that your CP Plan is approved by your project planner prior to its implementation.

All information provided is dated and is subject to change. You are required to create, submit, and implement your CP Plan within three months from the date of this document. If past this date, contact your project planner.

Please contact your project planner if you need further guidance.



CITIZEN PARTICIPATION NEIGHBORHOOD NOTIFICATION

A NOTIFICATION LETTER IS RECOMMENDED (see sample on page 4)

Draft a letter outlining your proposed project. Submit the letter to your planner for approval. **DO NOT MAIL** out your letter until you have received approval.

Upon approval of your notification letter, send to the following:

- a) **Property owners located within the notification area outlined on the attached Notification Area Map** (see page 4). When creating mailing labels for areas outlined on the map, use the format shown on the attached "Sample Property Owner List with Parcel Number and Sample Parcel Map" (see page 5). Property owner information can be obtained from the County Assessor's Office, the County Assessor's website (<http://www.maricopa.gov/Assessor/GIS/Map.html>), or a Title Company.

- b) **Glendale Homeowners Associations and Registered Neighborhood Groups:**

This information will be provided by the Planning staff.

- c) **Interested Parties List:**

Notify individuals on the _____ District and City Wide interested parties list. **This list will be provided to you by your planner upon approval of your project notification letter.**

- d) **Additional Notification List:**

City of Glendale Mayor's Office
Mayor _____
5850 W. Glendale Avenue
Glendale, AZ 85301

Glendale City Council Office
Council member _____
5850 W. Glendale Avenue
Glendale, AZ 85301

Planner Name, Title
Planning
5850 W. Glendale Ave., Suite 212
Glendale, AZ 85301

Diana Figueroa, Senior Secretary
Planning
5850 W. Glendale Ave., Suite 212
Glendale, AZ 85301

**An Affidavit of Mailing must be submitted upon approval of your letter
(See page 7)**

Sample Notification Letter

INSTRUCTIONS: Fill in the italicized brackets with your information. Include a copy of your site plan with this letter.

DATE

YOUR NAME
YOUR ADDRESS
YOUR CITY / STATE / ZIP
EMAIL ADDRESS

Subject:

Dear Neighbor:

This letter is to inform you that I am applying for a (_____) application with the City of Glendale. The property is located at (*project address*) in the (*council district*) District.

In the body of the letter please describe the proposed project in detail. Include items such as square footage, lot size, setbacks, building heights, current zoning, proposed zoning, adjacent properties, surrounding land use, describe the purpose of your request, etc.

If a neighborhood meeting is required:

I have included a site plan with this letter for your review. A neighborhood meeting will take place (date, time, location). Comments and questions will be accepted at this time. If you are unable to attend, please write, email, or call me at the contact information above. You may also contact (*project planner's name*) with the City of Glendale at (623) 930-_____.

OR

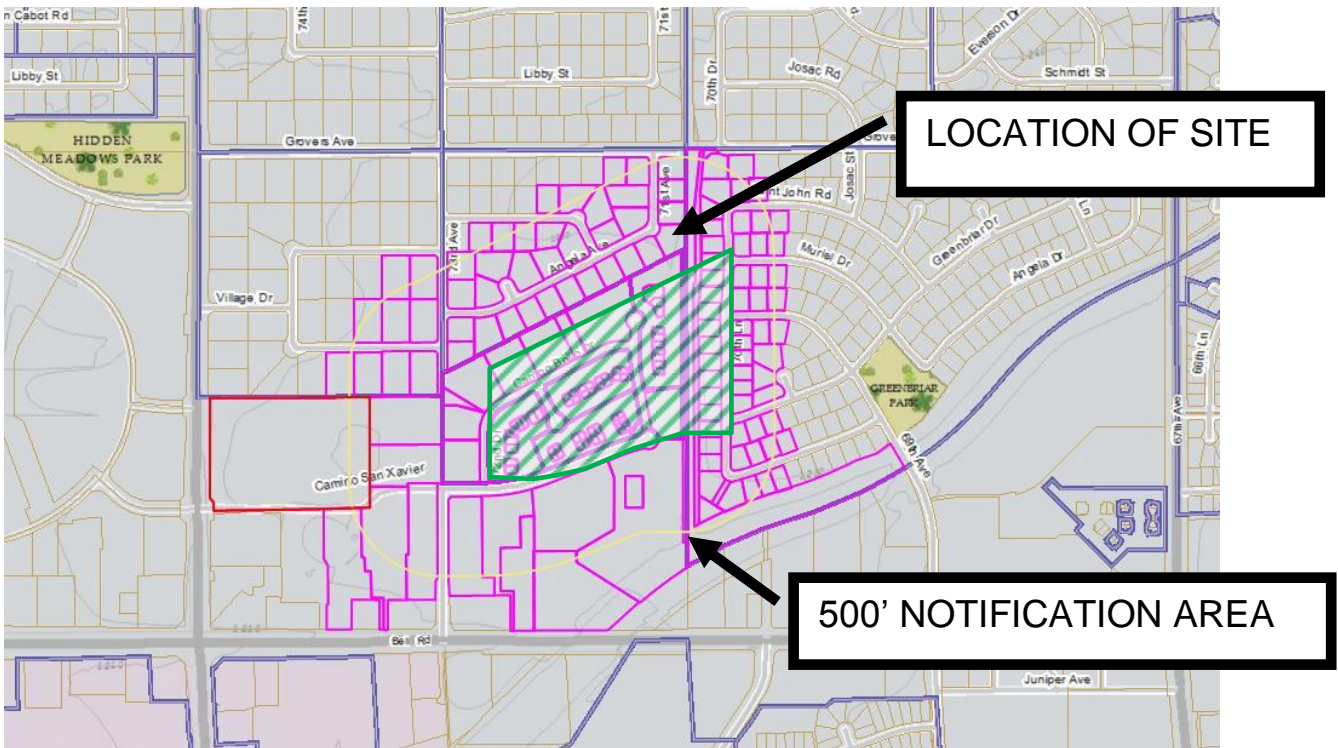
If a notification letter is required:

I have included a site plan with this letter for your review. Please provide any comments to my _____ request by (*date*). Please write, email, or call me at the contact information above. You may also contact (*project planner's name*) with the City of Glendale at (623) 930-_____.

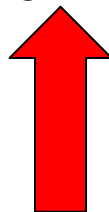
Sincerely,

(*sign your name*)
(*type your name*)

<i>RECOMMENDED NEIGHBORHOOD NOTIFICATION AREA</i>	
NAME OF REQUEST:	
LOCATION:	
REQUEST:	
ZONING DISTRICT:	COUNCIL DISTRICT:



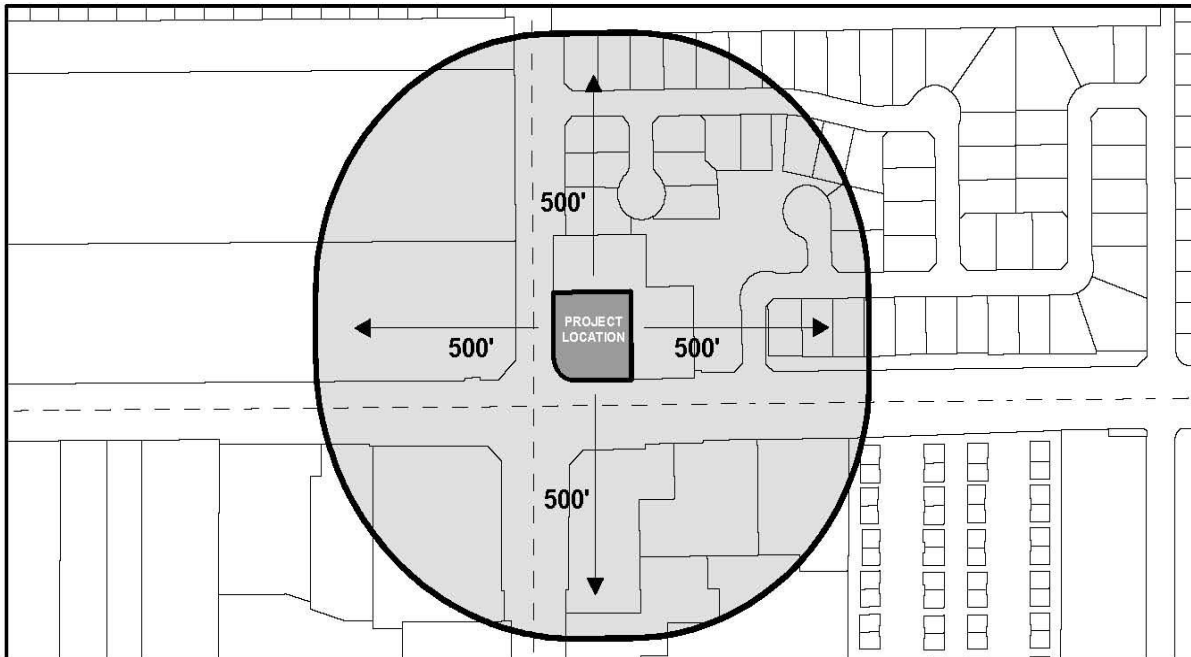
NORTH



Sample Property Owner List with Parcel Number and Sample Parcel Map

Property ownership information can be obtained at the County Assessor's Office (<http://www.maricopa.gov/Assessor/GIS/Map.html>) or at a title company. You should get the property ownership information for your notification area in label form with the parcel identification number. You will also need to get the parcel maps that correspond with the property ownership information. The maps should be on 8½" x 11" sheets and should be legible. A sample property ownership list and parcel map is shown below.

Property Owner Name
Or Current Resident
Property Owner's Mailing Address
City, State Zip Code
(Mailing address won't always be the same as the property address)





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NEIGHBORHOOD NOTIFICATION LETTER

AFFIDAVIT OF MAILING

Case No. (if available) _____

Project Name: _____

I, _____ *certify that I am the authorized applicant / representative to the City of Glendale for the above application, and do hereby affirm that notice as required for the case noted above has been completed in accordance with the Citizen Participation Process in the City of Glendale's Zoning Ordinance, and a copy of the letter and mailing labels has also been submitted.*

Applicant/Representative Signature: _____

STATE OF ARIZONA

SS.

COUNTY OF MARICOPA

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

Notary Public

My Commission Expires:



CITIZEN PARTICIPATION PLAN CHECKLIST

Revised 08/16/2012

COMPLETION OF THE FOLLOWING IS NECESSARY FOR APPROVAL OF YOUR PLAN

- _____ 1. Attach a cover page titled "Citizen Participation Plan," which lists information such as the project name, location, and case number(s), if assigned at this time.
- _____ 2. Provide a brief description of the proposed project.
- _____ 3. State which public notification technique will be used for this project. Include a copy of your approved notification letter in the Plan.
- _____ 4. Notification:
 - a. Include the notification area map that was provided to you by Planning. List the property owners within the notification area who will be notified.
 - b. List any Homeowners Associations and Registered Neighborhoods, and their representatives, who will be included in the Plan.
 - c. List individuals on the "Interested Parties" list currently maintained and provided by Planning.
 - d. List the names and addresses of individuals/companies on the Additional Notification list. This information was provided to you by Planning.
- _____ 5. Identify to the best of your ability, who will be directly and indirectly affected by your proposal. Also identify any individuals who expressed interest in your project because they believe they will be affected.
- _____ 6. State whether or not you have thought about the project from the perspective of individuals affected or otherwise interested and some of the concerns or issues these individuals may have.
- _____ 7. State how those individuals affected or otherwise interested will be provided an opportunity to discuss the proposal with the applicant if issues or questions should continue, or suddenly arise after distribution of the applicant's notification letter (e.g., another neighborhood meeting, personal visits, etc.).
- _____ 8. State how individuals will be informed of any changes or amendments to the proposed development after applicant's initial contact (notification has been mailed).
- _____ 9. State how you plan to inform Planning on the status of their Citizen Participation efforts (e.g., letters, phone calls, etc.).
- _____ 10. Prepare a schedule with dates for completion of their Citizen Participation Plan. This should include:
 - a. The date the Citizen Participation Plan will be submitted to the project planner,
 - b. The estimated plan implementation date,
 - c. The amount of time allowed for citizen input after implementation, and
 - d. A submittal date for the Citizen Participation Final Report.

Upon approval of your Plan, please see the Citizen Participation Final Report Checklist.



CITIZEN PARTICIPATION FINAL REPORT CHECKLIST

Revised 08/16/2012

COMPLETION OF THE FOLLOWING IS NECESSARY FOR APPROVAL OF YOUR FINAL REPORT

- _____ 1. Attach a cover page titled "Citizen Participation Final Report," which lists information such as the project name, location, and case number(s), if assigned at this time.
- _____ 2. Provide brief description of the proposed project.
- _____ 3. Provide a brief overview of the elements of their Citizen Participation Plan.
- _____ 4. List dates that notification letters and meeting notices were mailed, newsletters, and other publications were posted and/or advertised.
- _____ 5. Attach an outlined map of the specific areas where residents and property owners who were notified are located.
- _____ 6. List the names of homeowners associations and registered neighborhood groups, and their representatives, and individuals on the district's "Interested Parties" list who were notified, and individuals on the Additional Notification List who were notified.
- _____ 7. If applicable, identify dates and locations of all meetings where citizens were invited to discuss the proposal.
- _____ 8. Provide the total number of individuals noticed and the number of people that actually participated in the process.
- _____ 9. List concerns, issues, and problems expressed by the participants.
- _____ 10. State how each concern, issue, and problem has been addressed and how applicant intends to continue to address them.
- _____ 11. State concerns, issues, and problems the applicant is unable or unwilling to address and why.
- _____ 12. Specifically identify how the proposal has been revised to address public concerns.
- _____ 13. Attach copies of letters, affidavits, meeting invitations, newsletters, publications, sign-in sheets, petitions received in support or against the proposed project, and any other materials pertaining to the notification process.
- _____ 14. Attach a **complete** mailing list used which includes all individuals located in the notice area, homeowners associations, registered neighborhood groups/associations, individuals on the district's "Interested Parties" list and individuals on the Additional Notification list. The report should specify that the mailing list is attached as an **appendix**.